



## **CODE OF CONDUCT**

### **Introduction**

PST Sportsanlegg works to promote good working and environmental conditions in our supply chains. We want to do this in close cooperation with our suppliers and partners. In order to clarify what we expect from our suppliers, PST Sportsanlegg has drawn up guidelines for ethical trading. The guidelines cover basic requirements for human rights, employee rights and the environment.

### **Principles**

Our suppliers must deliver goods and services to PST Sportsanlegg that are produced in accordance with the guidelines. The suppliers must also pass on and follow up the guidelines with their subcontractors.

At the request of PST Sportsanlegg, the supplier must be able to document that the guidelines are complied with. This can be done by self-declaration, follow-up interviews with PST Sportsanlegg and/or mapping of the working conditions at the production site. If PST Sportsanlegg wishes to survey a subcontractor, the supplier must provide the name and contact details of this subcontractor.

In the event of a breach of the ethical guidelines, PST Sportsanlegg will, in collaboration with the supplier, draw up a plan for rectifying the deficiencies. Remedial action must take place within a reasonable time. Termination of the contract will only occur if the supplier, after repeated inquiries, does not show a willingness to correct the conditions. Social and environmental standards will be given weight when choosing new suppliers.

### **Requirements for own business**

PST Sportsanlegg will continuously work to improve its own policy and practice which can contribute to suppliers following our guidelines for ethical trade. PST Sportsanlegg, including all employees, shall never offer or receive illegal or improper monetary gifts or other remuneration to obtain business or private benefits for themselves or benefits for customers, agents or suppliers. PST Sportsanlegg and our suppliers must avoid trading partners who have activities in countries that have been subject to trade boycotts by the UN and/or Norwegian authorities.

### **Requirements for conditions in the supply chain**

Guidelines for ethical trading are based on internationally recognized UN and ILO conventions and specify minimum and not maximum standards. The legislation at the place of production must be respected. Where national laws and regulations cover the same subject as these guidelines, the highest standard shall apply.

#### **1. Forced labour/slave labor (ILO Convention No. 29 and 105)**

1.1. There must not be any form of forced labour, slave labor or involuntary labour.

1.2. Workers shall not have to deliver a deposit or identity papers to the employer and shall be able to freely terminate the employment relationship with reasonable notice.

## **2. Trade union organization and collective bargaining (ILO Convention No. 87, 98, 135 and 154)**

2.1. Workers shall, without exception, have the right to join or establish trade unions of their own accord, and to bargain collectively. The employer must not interfere with, prevent or oppose trade union organization or collective bargaining.

2.2. Trade union representatives must not be discriminated against or prevented from carrying out their trade union work.

2.3. If the right to free organization and/or collective bargaining is limited by law, the employer must facilitate, and not prevent, alternative mechanisms for free and independent organization and negotiation.

## **3. Child labor (UN Convention on the Rights of the Child, ILO Convention No. 138, 182 and 79, ILO Recommendation No. 146)**

3.1. The minimum age for workers shall not be less than 15 years and in line with

i) national minimum age for employment, or;

ii) minimum age for compulsory school attendance, with the highest age applicable. If the local minimum age is set at 14 in line with the exception in ILO Convention 138, this can be accepted.

3.2. New recruitment of child workers in violation of the above-mentioned minimum age shall not take place.

3.3. Children under the age of 18 must not perform work that is harmful to their health, safety or morals, including night work.

3.4. Action plans must be established for the rapid phasing out of child labor that is in breach of ILO Conventions 138 and 182. The action plans must be documented and communicated to relevant staff and other stakeholders. Arrangements must be made for support schemes where children are given the opportunity for education until the child is no longer of compulsory school age.

## **4. Discrimination (ILO Convention No. 100 and 111 and the UN Convention on Discrimination against Women)**

4.1. There shall be no discrimination in employment, remuneration, training, promotion, dismissal or retirement based on ethnicity, religion, age, disability, gender, marital status, sexual orientation, trade union work or political affiliation.

4.2. Protection must be established against sexually intrusive, threatening, insulting or exploitative behavior and against discrimination or dismissal on unfair grounds, e.g. marriage, pregnancy, parental status or status as HIV-infected.

## **5. Brutal treatment**

5.1. Physical abuse or punishment, or the threat of physical abuse, is prohibited. The same applies to sexual or other abuse and other forms of humiliation.

## **6. Health, environment and safety (ILO Convention No. 155 and Recommendation No. 164)**

6.1. Efforts must be made to ensure workers a safe and healthy working environment. Hazardous chemicals and other substances must be handled properly. Necessary measures must be taken to

prevent and minimize accidents and health damage as a result of, or related to, conditions at the workplace.

6.2. Workers must have regular and documented training in health and safety. Health and safety training must be repeated for newly employed and redeployed workers.

6.3. Workers must have access to clean sanitary facilities and clean drinking water. If relevant, the employer must also provide access to facilities for the safe storage of food.

6.4. If the employer offers accommodation, this must be clean, safe, adequately ventilated and with access to clean sanitary facilities and clean drinking water.

## **7. Salary (ILO Convention No. 131)**

7.1. Salary to workers for a normal working week must at least be in line with national minimum wage regulations or industry standards, whichever is higher. Salary must always be sufficient to cover basic needs, including some savings.

7.2. Pay conditions and payment of wages must be agreed in writing before the work begins. The agreement must be comprehensible to the worker.

7.3. Deductions from wages as a disciplinary reaction are not permitted.

## **8. Working time (ILO Convention No. 1 and 14)**

8.1. Working hours must be in line with national laws or industry standards, and not exceed working hours in accordance with applicable international conventions. Normal working hours per week should not normally exceed 48 hours.

8.2. Workers must have at least one day off per 7 days.

8.3. Overtime must be limited and voluntary. The recommended maximum overtime is 12 hours per week, i.e. total working hours of 60 hours per week. Exceptions to this can be accepted if it is regulated by a collective agreement or national law.

8.4. Workers must always receive overtime pay for working hours beyond normal working hours (see point 8.1 above), at least in line with current laws.

## **9. Regular employment**

9.1. Obligations towards workers, in line with international conventions, national laws and regulations on regular employment, must not be circumvented through the use of short-term engagements (such as the use of contract workers, temporary workers and day workers), subcontractors or other employment relationships.

9.2. All workers are entitled to an employment contract in a language they understand.

9.3. Apprenticeship programs must be clearly defined with regard to duration and content.

## **10. Marginalized population groups**

10.1. The production and use of natural resources must not contribute to destroying the resource and income base for marginalized population groups, for example by confiscating large areas of land, irresponsible use of water or other natural resources on which the population groups depend.

## **11. Environment**

11.1. Measures to reduce negative effects on health and the environment throughout the value chain must be carried out through minimizing emissions, promoting efficient and sustainable resource use, including energy and water and minimizing greenhouse gas emissions in production and transport. The local environment at the production site must not be exploited or damaged by pollution.

11.2. National and international environmental legislation and regulations must be complied with and relevant emission permits must be obtained.

## **12. Corruption**

12.1. All forms of bribery are unacceptable, such as the use of alternative channels to secure illegitimate private or work-related benefits to customers, agents, contractors, suppliers or their employees as well as public officials.

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